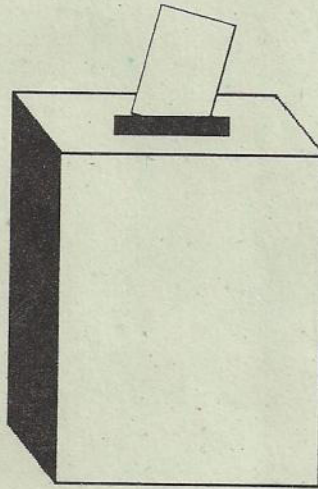


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# **ELECTION MANUAL FOR THE ELECTION OF PRĀDHANA & PRAMUKHA**



Ac. Sambhutyananda Avt.

**ISMUB DEPARTMENT**

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## CONTENTS

# ELECTION MANUAL FOR THE ELECTION OF PRADHANA & PRAMUKHA

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

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**CONTENTS**

	Page No.
Preface	5
<b>CHAPTER ONE :</b>	
Election of Bhukti Pradhan (G)	
1. The words 'Pradhan' and 'Pramukh'	7
Stand for	7
2. Meaning of Bhukti Pradhan or Bhukti Pradhan (G)	7
3. Who is a Bhukti Pradhan?	7
4. Who is a Sadvipra?	7
5. Tenure of the office of the Bhukti Pradhan.	7
6. Area demarcation/Jurisdiction of a Bhukti	8
7. Administrative structure of ISMUB department	8
8. Central Election Commission	9
9. Duty and responsibility of conducting the election of Pradhanas and Pramukhas	9
10. Chief Election Authority	10
11. Assistance of other trade and departmental workers during election.	10
12. Returning Officer	10-11
13. Criteria of voters for the election of Bhukti Pradhan	11-12
14. Electoral Roll	13-16
15. Eligibility of a candidate for Bhukti Pradhanship	16-17
16. Status of trade on being elected Bhukti Pradhan (G)	18

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17.	Election notification	18-19
18.	Nomination filing	20-21
19.	Scrutiny	21-23
20.	Withdrawal	23-24
21.	Election	25-31
	– Sub-committee	25
	– propaganda	25
	– Election in Bhukti convention of A.M.	25
	– Venue of polling station	25-26
	– Voting	26-28
	– Counting of votes	28-29
	– Declaration of result	29-31
22.	Election Report	32-35
23.	Election complaint and redressal	36
24.	Election expenses	37
25.	Subsidiary rules	37-38
CHAPTER TWO :		
26.	Election of Pradhana and Pramukha of trades	39-42
CHAPTER THREE :		
27.	Election of Bhukti General Committee	42-47
CHAPTER FOUR :		
28.	Election of UpaBhukti Pramukha	47-51
CHAPTER FIVE :		
29.	Election of Pancayat Pramukha and Gram Pramukha	51-53
30.	Amendments	53
31.	Proforma : 'Electoral Roll'	54
32.	Proforma : 'Nomination Paper'	55-56

## CHAPTER ONE ELECTION OF BHUKTI PRADHAN (G)

### PREFACE

1. The words 'Pradhana' and 'Pramukha' stands for :  
Here the word 'Pradhan' stands for 'Bhukti Pradhan' and 'Pramukha' stands for 'Upa Bhukti Pramukha'.  
In our Organisation (Ananda Marga Pracaraka Samgha), the role of Bhukti Pradhanas, Upa Bhukti Pramukhas, Panchayat Pramukhas, Gram Pramukhas and Bhukti Committee is very important. So, the election procedure-to select and then to elect (ours is a selecto-electoral process)-also has to be systematic and effective one, befitting to our organisational frame work.

The procedure and rules and regulations of election as mentioned in this book 'Election Manual' are not altogether a new one. Rather, it is based on the principles, purports and guidelines as laid down in Caryacarya; procedure orders and instructions as given by Rev. 'BABA' from time to time and as scattered in different forms at different places. It needed its compilation, detail formulations and elaboration of rules and regulations in order to make it an effective instrument of implementation. Hence, the book is in your hand.

Hope, this small book will serve its purpose (as an effective instrument of implementation) in a big way.

Acarya sambhutananda Avadhuta.

## CHAPTER ONE ELECTION OF BHUKTI PRADHAN (G)

### 1. The words 'Pradhan' and 'Pramukh' stands for :

Here, the word 'Pradhan' stands for 'Bhukti Pradhan' and 'Pramukh' stands for 'Upa Bhukti Pramukh, Panchayat Pramukh and Gram Pramukh (B.P., U.B.P., P.P. and Gm.P.)

### 2. Meaning of Bhukti Pradhan or Bhukti Pradhan (G)

Here, the term Bhukti stands for a particular administrative area akin to a district in India or a county in Britain. The word 'Pradhan' means head or chief. So, the head or the chief i.e., the Secretary Ananda Marga Pracaraka Samgha (AMPS) of such a Bhukti is known as Bhukti Pradhan (G). Here 'G' stands for 'General'.

### 3. Who is a Bhukti Pradhan?

A Bhukti Pradhan is an educated family person elected for the post by the sadvipras of Bhukti from amongst themselves (sadvipras of the Bhukti).

### 4. Who is a Sadvipra?

Those, who are adamant in sixteen points, (code of conduct) as enshrined in Caryacarya Part-II are Sadvipras.

### 5. Tenure of the office of the Bhukti Pradhan

The tenure of the office of Bhukti Pradhan is for three years after which a fresh election will be held. Due to some reasons if a B.P. is disqualified, has resigned and the resignation has been accepted ; or died, in that case the mid-term election shall be held.

ISMUB Secretary (R.S.), Diocesan ISMUB Secretary

### 6. Area demarcation/Jurisdiction of a Bhukti

The jurisdiction of Bhukti as defined in the first para of this 'manual' is a particular administrative area akin to a district in India.

In India, normally, a political district as declared by the respective State Government is considered to be a Bhukti. Yet it is not always so, even in the case of India. It is different in some circles (states) on the basis of socio-economic regroupification and administrative considerations. In the case of any clarification needed in this respect the office of Central/Sectorial ISMUB Secretary may be contacted.

### 7. Administrative structure of ISMUB Department

ISMUB Department administers, controls and supervises Pradhanas and Pramukhas; gets its various functions of inspection, seminar, movement, utilisation and boards implemented and conducts elections of Pradhanas and Pramukhas through its structure as below:

Central level	Central ISMUB Secretary
Sectorial level	Sectorial ISMUB Secretary
Regional level	Regional ISMUB Secretary (now R.S.)
Diocessan level	Diocessan ISMUB Secretary (now D.S.)
Dit. Level	Dit. ISMUB Secretary (now Dit. S)

### 8. Central Election Commission

Central Election Commission for the election of Pradhanas and Pramukhas comprises of the following persons :

1. Secretary ISMUB Secretary
2. Member D.P.S. (Central)
3. Member P.R.S. (Central)

### 9. Duty and responsibility of conducting the election of Pradhanas and Pramukhas.

It is the duty and responsibility of ISMUB Department to conduct the election of Pradhanas and Pramukhas (B.P.s, U.B.P.s & Gm. Ps.)

Basically, it is the duty of Dit. S (Dit. ISMUB Secy.) who is also the Returning officer to conduct the election in accordance with the election procedure under the supervision and guidance of higher level supervisory authorities of ISMUB Department viz. Diocessan ISMUB Secretary (D.S.), Regional ISMUB Secretary (R.S.), Sectorial ISMUB Secretary and Central ISMUB Secretary.

However Central ISMUB Secretary, as the head of the ISMUB Department has the overall responsibility of getting the election conducted through his Sectorial counterparts i.e. Sectorial ISMUB Secretary posted in each and every sector of the globe.

Sectorial ISMUB Secretary on his part shall be responsible to get the election conducted in his Sector through his below level structural workers i.e. Regional ISMUB Secretary (R.S.), Diocessan ISMUB Secretary

(D.S.) and Dit. ISMUB Secretary (Dit. S.) in accordance with the election procedure and guidelines as laid down in this 'Election Manual' and as will be further instructed from time to time.

#### 10. Chief Election authority

Sectorial ISMUB Secretary shall be the chief election authority of the Sector under the supervision of Central ISMUB Secretary. He is to submit the reports of election and final list of elected Pradhanas and Pramukhas to the Central ISMUB Secretary.

#### 11. Assistance of other trade and departmental workers during election

ISMUB Department, if necessary, can take the assistance of and authorise the workers of other departments and trades for the smooth conduct of election of Pradhanas and Pramukhas.

It may be noted here that during the period of election and seminar, all the workers of all the trades and departments are at the disposal of ISMUB Department for the purpose of conducting seminar and election as the case may be.

That is, the ISMUB Department workers of a particular level may ask for the assistance of the same or below level workers of other departments and trade which they are supposed to comply with in such cases.

#### 12. Returning Officer

Dit. Secretary, Ananda Marga Pracarika Samgha of concerning Dit. shall be the Returning Officer of the election of Pradhanas and Pramukhas of the Dit.

D.S. (Diocessan Secretary) Where there is no Dit. S. or R. S. (Regional Secretary) where there is neither Dit. S. nor D.S. shall be the Returning officer for the election.

#### 13. Criteria of Voter for the election of Bhukti Pradhan

one who observes or fulfil the following criteria are eligible to become a voter for the election of Bhukti-Pradhan—

1. He or she must have attained the age of 18 years or more.
2. He or she must have been initiated at least one year before the preparation of electoral roll.
3. He or she must have been observing the 'Conduct-Rules for Sadhakas' as mentioned in Carya-Carya II.

#### Conduct Rules for Sadhakas/Sadhikas

- i) Strict adherence to 16 points.
- ii) Paincadashashila (15 points).
- iii) Carya-Carya, part, I, II, III
- iv) Non-Compromising strictness and faith regarding the sanctity of Is'ta, Adarsha and Conduct-Rules.

**Note :** There are separate Conduct Rules for Grhii Acaryas/Acarya's, LFTs, LPTs and Tattvikas. The persons falling under these categories observe the

conduct Rules of their own in addition to the conduct-rules prescribed for general Sadhakas/Sadhikas.

4. He or she must be a Sadvipra (One who strictly adheres to the Code of 16 points) as mentioned in point No. 3(i) before.
5. He or she must identify with (be actively associated with) a registered and approved AMPS Unit.
6. He or she must have a clean image as an Ananda Margii.
7. He or she must not have acted against the organisational unity and solidarity.
8. He or she must not be disqualified or finally disqualified (ex-WTs; confirmation or clarification in this regard may be obtained from Central Dhama Pracara Secvetary, Central ISMUB Secretary, Sectorial ISMUB- Secretary or S.S. of the Sector.
9. He or she must not be expelled or facing any charge or enquiry on account of moral turpitude or organisational impropriety.
10. He or she must not have been debarred by the organisation from discharging any type of margiia duty (Seminar duty and designatory duty).

Or

Those against whom organisation has decided not to take or accept or give any type of margiia

duty (Seminar duty and designatory duty) are not eligible to be an electorate (Voter).

#### 14. Electoral Roll

##### 1. Who is to be included in the electoral roll? :

The names of those margiia brothers and sisters of a registered and approved AMPS Unit who fulfil the criteria of an electorate (Voter) shall be included in the electoral-roll.

Each and every margiia brother and sister must identify himself/herself with a particular registered and approved AMPS Unit of a Bhukti.

##### 2. Criteria for the identity of an electorate (Voter)

Normally, the margiia brothers and sisters will be considered to be belonging to and identified with that particular registered and approved AMPS Unit attached to which he/she has been residing (for maximum period) and attending D.C. regularly and his/her name figures in the D.C. attendance register of that particular unit.

That means the criteria for identity of an electorate (voter) are-by virtue of residence (residing for maximum period) and attending D.C. regularly in a particular unit.

##### 3. The problem of double identity :-

There may be the cases of double identity i.e. residing or devoting maximum period at a particular place in a unit in a particular Bhuktibut

attending D.C. in another unit in another Bhukti. In that case, for the convenience of organisational work, it is better to enroll him/her in the electoral roll of the unit in which he/she resides or devotes maximum period or else the option of being enrolled as an electorate (Voter) either in the unit of residence or the unit where he / she has been attending DC, should be left to the particular margii brother and sister of double identity.

4. **Enlisting voters at two places simultaneously :**  
In no case the voter can be enlisted in Two places simultaneously.

5. **Who is to prepare electoral roll? :**

A) The Dit. S (D.S where there is no Dit. S or R. S. Where there is no D. S.) of each and every Dit shall prepare electoral roll of their concerning Dit sufficiently in advance (about 4 to 6 months before) as per prescribed proforma attached to this book.

B) Although it is the primary responsibility of Dit. S. or D.S/R.S. (where there is no Dit. S or D.S.) to prepare the electoral roll of concerning Dit, yet if necessary they may authorise Bhukti Pradhan, Upa-Bhukti Pramukh, Unit Secretaries, office-bearers of Bhukti-committee or any other responsible margii of the Dit or any WT or LFT to assist them in preparing the electoral roll initially and submitting the same to them (Dit. S)

C) Thereafter Dit S. or D.S/R.S (Where there is no Dit.S or D.S.) should personally finalise and prepare the electoral roll and submit the same to the Sectorial and Central ISMUB secretaries directly or through proper channel (D.S./R.S.) with their due recommendation and also get them approved.

6. **Recommendation, approval and final approval of electoral roll :**

Dit. S. should forward and submit at least five typed and properly checked and signed copies of electoral roll to the higher authorities for their recommendation and approval. D.S. and R.S. will recommend; Sectorial ISMUB Secretary will approve and Central ISMUB Secretary will finally approve the electoral roll. After getting the electoral roll approved and finally approved one copy of the same is to be submitted to each of the Sectorial and Central ISMUB Secretaries, one copy to R.S and one copy to D.S. The remaining one copy is to be preserved in the Dit. S. Office where the same can be multiplied (photo-copied) as per requirement. All such photo-copies should bear attestation from the Returning Officer (Dit. S. D.S. or R.S. as the case may be).

7. **Representation in the case where one's name is not included in the electoral roll :**

The margiis whose names are not included in the electoral roll may make representation to the Dit. S. Or D.S. or R.S. for their inclusion. If, even

after their representation, their names are not included in the electoral-roll, then they may represent their cases to Sectorial and Central ISMUB Secy sufficiently in advance so that their grievances are put up in the process of redressal within stipulated time. i.e. before election notification.

**8. Additional electoral roll :**

The Returning officer may get the additional electoral-roll (if any) approved by the concerning authorities before the official notification of election schedule.

Note : The proforma for additional electoral roll will be the same as mentioned in the prescribed proforma for Electoral Roll annexed in this book excepting that the word 'additional' must be mentioned in the beginning of the heading i.e. it should read as 'Additional Electoral Roll.....'

**9. Duty of R.S. and D.S.**

The R.S. and D.S. must meticulously supervise and personally make sure that the electoral roll in their jurisdiction is properly and timely prepared and submitted to Sectorial and Central ISMUB offices.

**15. Eligibility of a Candidate For Bhukti Pradhanship**

Any person (lady or gents) belonging to any trade, who fulfils the following criteria may file nomination for the post of B.P. (G).

In case of the election of B.P. of other trades, only the trade optees of concerning trade who fulfils the following criteria are allowed to contest.

1. He / She must fulfil all the conditions / criteria prescribed for an electorate (voter).
2. His / Her name must figure in the electoral roll of the Bhukti for which he / she intends to be a candidate.
3. He / She must have been initiated at least one year before the filing of nomination paper.
4. He / She should be organisational minded and should be ready to devote maximum time for organisational work.
5. He / She may or may not be an Acarya/Acaryá or Tattvika, but should be an educated and ideal family person having sacrificing character.
6. He / She must have ideological sincerity, moral integrity and must be capable of maintaining organisational solidarity, coherence and cohesiveness among all categories of cadres / sádhas/sádhas viz. W.T.s, L.F.T.s, L.P.T.s., local Acarya/Acaryás and general sádhas and utilising their services for organisational progress and integrity.

**Note :**

Comparatively the best capable amongst the available electorate (not below the average standard) in the Bhukti should come forward to take up the responsibility of Bhukti Pradhan and thus become a candidate for

the election. Such persons should be inspired to become a candidate for Bhukti Pradhan.

#### 16. Status of 'Trade' on being elected Bhukti Pradhan (G)

If anybody holding the duty of a particular trade is elected for the post of B.P.(G) then his/her specific trade-duty will cease to exist for the particular period only.

But, if he / she belonging to other trade (other than 'E') contested the election of B.P. (G) but lost (was defeated) then, he/she does not lose his/her own trade. In that case one can contest the election of B.P. of his/her own trade if one so intends.

#### 17. Election Notification (Declaration of Election-Schedule)

1. After receiving the copies of electoral-roll, Central ISMUB Secy. in consultation with the other members of Election Commission shall decide the election schedule and issue notices to all structural offices concerned and give open declaration in the DMS if it coincides with the day of notification. Open declaration in the DMS should also be considered as a part of notification. The notification of election schedule should include -

- date of filing nomination
- date of scrutiny
- date of withdrawal
- date of election.

2. After the central notification of election-schedule, D.S. in consultation with their respective Dit. S. will chalk out their further Diocese level and Dit. level election schedule in detail for each Bhukti in their concerning Diocese and Dits with split-up dates for filing nomination, scrutiny, withdrawal and election, preferably on holidays in each Bhukti, in their respective Diocese and Dits, within the time limit (period) of central declaration of election schedule i.e. the date for nomination, scrutiny, withdrawal and election.
3. D.S. will submit three copies of their Diocese level election schedule to Sectorial and Central ISMUB Secy. through their respective R.S. (Regional ISMUB Secy.)
4. After finalising Diocese level and Dit. level election schedule the D.S. and Dit. S. will further issue notices to their respective Bhukti Pradhan, UBPs and all the units informing them regarding split-up dates for filing nomination, Scrutiny, withdrawal and election in their respective Bhuktis; mode of filing nomination i.e. how to file in prescribed nomination form and where to obtain the form and where and how (personally) to submit it to their concerning Dit. S; and place of election etc. etc.
5. The concerning R.S. and D.S. must meticulously supervise and personally make sure that after the

central notification of election, its further implementation and follow-up steps and actions - such as chalking out the Diocese and Dit. level Bhukti-wise election-schedule, submitting it to higher offices, issuing notices to their respective B.Ps, U.B.Ps and unit Secretaries with detail informations as mentioned in foregoing paras - are taken and implemented timely and promptly.

#### 18. Nomination filing

1. One who fulfils the criteria prescribed for a candidate of Bhukti Pradhanship as mentioned in this 'Manual' (vide the caption 'Eligibility of a candidate for Bhukti-Pradhanship') should file the nomination paper within due dates to concerning Dit. S, or D.S. (R.S. where there is no Dit. s. or D.S.) in person in a prescribed form.

Remember : Nomination papers are to be filed

- Within Scheduled dates
- to concerning Dit. S. (D.S. or R.S. if there is no Dit. S. in a particular Dit.)
- in person
- in a prescribed form (to be had from concerning Dit. S. D.S. or R.S.)

**Note : A few words regarding the 'candidates' for Bhukti Pradhanship**

The prescribed criteria for Bhukti Pradhan candidates may sound to be too great, too high but it should be noted here that to become a Sadvipra is a constant and ever evolving process. So, one should not suffer

from any sort of complexities - either inferiority or superiority— on this account. One's sincere efforts count here. It is an initial process of selection of Sadvipra, a moralist-guide. So at least the capable persons of average standard (above average, if available) amongst the available electorates in the Bhukti at a particular time should come forward to take up the responsibility and thus file the nomination paper.

All concerned should inspire and prepare the minds of such capable and worthy persons to file the nomination paper if such persons do not come forward to take up the responsibility of Bhukti-Pradhan voluntarily.

2. The Returning officer should put the date and time of receiving nomination paper on every nomination paper filed.
3. The candidate of double identity - where one attends D.C. in the unit of another Bhukti but resides (devotes maximum time) in the unit of still another Bhukti - should attach a letter from the unit secretary of the concerning D.C. unit (where she / he attends the D.C.) certifying his / her attendance in the D. C. in that particular unit.

#### 19. SCRUTINY

1. In scrutiny, it is to be checked and verified whether the nomination form has been filed in accordance with the rules (for filing nomination) i.e.

- whether it has been filed within scheduled date.
  - whether filed before Returning officer in person.
  - whether nomination has been filed in a prescribed form.
  - whether his / her name is there in the approved electoral roll.
  - whether he / she fulfils the criteria (eligibility) of a candidate for Bhukti Pradhan.
2. On scrutiny if the nomination form is found to be correct in accordance with the above points then his / her nomination paper will stand valid and his/her candidature shall be 'accepted'.
  3. On scrutiny if the nomination form is found to be erring or lacking in accordance with the points for scrutiny as mentioned in point no. 1 of this chapter (scrutiny) then his / her nomination paper shall be 'rejected'. That means his/her candidature will stand 'rejected'.
  4. During scrutiny the Returning officer should write the remarks 'accepted' or 'rejected' (as the case may be) on each and every nomination paper received by him.
  5. After the expiry of scheduled date of scrutiny, the candidate who has filed the nomination paper should ascertain from the Returning officer whether his/her nomination form has been accepted or rejected.

A Notice in this respect will be displayed in Dit. S. or D.S. office.

#### 20. Withdrawal

The candidate intending to withdraw his/her candidature may do so by personally submitting a written application in prescribed form to this effect (as mentioned in the succeeding page) to Returning Officer within the date and time (if any) for withdrawal of nomination paper.

**Withdrawal Form**

Dated : \_\_\_\_\_

To  
The Returning Officer  
Dit: \_\_\_\_\_

Respected brother,

I intend to withdraw my candidature for the  
election of Bhukti Pradhanship of \_\_\_\_\_  
Bhukti, for the term \_\_\_\_\_.

Please accept my withdrawal.

Thanking you,

Yours sincerely

( \_\_\_\_\_ )  
Signature

Date :

Time :

Full Name :

Candidate for the election of

B. P. (G) \_\_\_\_\_

Bhukti

**Note :** This withdrawal form should be submitted to  
the concerning Returning officer in person.

**21. ELECTION****1. Sub-Committee :**

The Returning Officer may form an election sub-committee with the intimation to Regional /Sectorial ISMUB Secy to assist him in the election matters in his Dit/Diocese. After the declaration of result, the committee will cease to exist.

**2. Propaganda :**

In our system of election there is no need of propaganda or extra exposition of candidate.

**3. Election in Bhukti Convention of A.M.**

Election of Bhukti Pradhan will be held in Bhukti convention of Ananda Marga participated by all the electorates of the Bhukti which will be called by the Returning officer.

**Only one polling station :**

Hence, at present there will be only one polling station in a Bhukti.

However, in future, the desirability of allowing more than one polling centre in a Bhukti may be considered by the Election Commission keeping in view the large number of voters and other factors if it is considered unmanagable.

**4. Venue of Polling Station**

The venue of polling station should preferably be the Bhukti HQ, Jagrti/School if there is one, and if such place can accomodate; if not, any other

suitable Jagrti/School available in the Bhukti should be fixed as the venue of the polling station. Only in the case where there is no Jagrti or school at all in the Bhukti, then the Returning officer may decide to hold the election at any other suitable place in the Bhukti.

Returning officer shall decide the place and venue of polling keeping in view the above mentioned provisions.

The Returning Officer must inform the voters through B.P.s, U.B.P.s Unit Secys and others regarding the venue and time of the polling sufficiently in advance.

5. Election shall be conducted according to the date, time and place as notified earlier.

#### 6. VOTING

- a) Margiis listed on the electoral roll shall be considered 'eligible' to cast their votes through secret ballot papers.
- b) Whether there is one or more than one candidate for the same post, there shall be voting.
- c) Unanimity (if there be no other contestant) is also an accepted part of election. But in our system of election unanimity has to further pass through popularity test (voting). So even if there be only one candidate left in the field with no contestant for election, even then there will be voting on 'popularity' by secret ballots mentioning 'Yes' or

'No' or tick (✓) or cross (x) mark. If one obtains more than 50% 'Yes' or 'tick' (✓) votes then that candidate shall be declared 'unanimously' elected'. If there be less than 50% 'Yes' or 'tick' (✓) votes then that election shall be declared cancelled by the Returning officer.

Under such circumstances the Returning officer shall appoint an Acting Bhukti Pradhan on ad-hoc basis with the approval of Regional/Sectorial ISMUB Secy till fresh election is decisively conducted by the notification of the Election Commission (ISMUB Secy.).

7. The complexities of problems, physical conditionalities and feasibilities vary from time to time, place to place and person to person. At present, the problem of election of Bhukti Pradhan also has not assumed such a big dimension or is not full of complexities which will require a uniform central policy decision regarding following points-whether ballot-paper should be typed, printed or hand written; size, colour and design of ballot-paper; safety measures regarding printing; storage and issue and use of ballot-papers till voting, counting and declaration of result; the mode of actual voting and whether to tick (✓) mark with pen or stamping the ballot papers etc. Hence, the decisions regarding the above points and such other allied issues and arrangements thereof, have been left to the con-

cerning Returning Officer, which he will arrive at and implement with the wise and proper advice of the concerning persons there and with the active assistance of his election sub-committee (if any). However, the authorities shall keep their watchful eyes on the situation and eventualities. They will do the needful as the changing time and situation will demand in future.

8. The Returning Officer may appoint polling officer / presiding officer, if necessary, or else he himself can do the work.
9. Empty box or boxes pre-checked and locked or sealed in the presence of contestants or witnesses shall be used for casting of votes.
10. In order to check the misuse, each ballot paper should be signed by the authorised person at the point of issue.
11. The Returning Officer shall make all such arrangements and take all such steps which may eventually be required to ensure the fair election to the common reasonable satisfaction of the contestants.
12. In sensitive places, ISMUB Department may send Observer.

#### 7. Counting of Votes

1. After casting of votes is over or time period (last limit of time for casting of votes as declared earlier) is over-whichever is earlier - the ballot box shall be opened and votes be counted by the

authorised officers or the Returning Officer himself in the presence of the contestants or witnesses. To ensure correctness of counting beyond any ambiguity, it may be repeatedly counted and re-counted (twice or thrice).

2. Number of votes polled in favour of each candidate should be written on a sheet of paper and got signed by the candidates or witnesses then and there.

#### 8. Declaration of Result

1. The candidate who got the majority of votes polled shall be declared elected.
2. The Returning Officer shall make formal declaration of election result before the margiis present there and also will convey the result to the candidates.
3. The Returning Officer shall write the result of election in the minute-book (new register) of Bhukti Committee as under and hand over the same to the elected Bhukti Pradhan.

#### a) In the Case of Contest

The general election of Bhukti Pradhan (General)  
 \_\_\_\_\_ Bhukti was held today on  
 \_\_\_\_\_ (date) at \_\_\_\_\_ (place) from  
 \_\_\_\_\_ (time) to \_\_\_\_\_ (time).

In the voting Shri/Smt \_\_\_\_\_ got the majority of votes (total \_\_\_\_\_). Thus Shri/Smt \_\_\_\_\_ is declared elected as the Bhukti Pradhan (General) of \_\_\_\_\_ Bhukti under \_\_\_\_\_ dit \_\_\_\_\_ Dio \_\_\_\_\_ Region \_\_\_\_\_ Sector \_\_\_\_\_ for the term \_\_\_\_\_

The Elected Bhukti Pradhan is requested to form his Bhukti Executive Committee at the earliest and lead the Bhukti on the path of rapid progress.

I wish him/her all success.

(Signature of the  
Returning Officer)

Date : Full Name :  
Designation :

**b) In the case of Unanimity ( no contestant and Popularity Voting held)**

Since, there was no other contestant, Shri / Smt \_\_\_\_\_ alone remained in the field of election. So 'Popularity Voting'

was conducted today on \_\_\_\_\_ (date) from \_\_\_\_\_ (time) to \_\_\_\_\_ (time).  
He / she (Sh/Smt. \_\_\_\_\_) polled \_\_\_\_\_ (numbers) 'Yes' or tick and \_\_\_\_\_ (numbers) 'No' or Cross (\*), out of the total \_\_\_\_\_ (numbers) of valid votes polled. Hence Sh/Smt \_\_\_\_\_

\_\_\_\_\_ is herewith declared elected / has lost the election of Bhukti Pradhan (General) \_\_\_\_\_ Bhukti under \_\_\_\_\_

Dit \_\_\_\_\_ Dio \_\_\_\_\_ Region \_\_\_\_\_ Sector \_\_\_\_\_ for the term \_\_\_\_\_

The elected B.P. is requested to form his/her Bhukti Executive Committee in accordance with organisational procedure and lead his / her Bhukti onto the path of rapid progress.

I wish him/her all success.

(Signature of the  
Returning Officer)

Date: Full Name :  
Designation :

**22. ELECTION REPORT**

After the declaration of result, the Returning officer should prepare five copies of report of election as per the prescribed format as under and submit the same to D.S., R.S., SISMUB Secy. and Central ISMUB Secy. and preserve a copy of the same in his (Dit. S.) office file.

**ELECTION REPORT**

The report of general election of Bhukti Pradhan (General) \_\_\_\_\_ Bhukti of \_\_\_\_\_  
Dit. of \_\_\_\_\_ Dio of \_\_\_\_\_  
Region of \_\_\_\_\_ Sector for the term \_\_\_\_\_  
held at \_\_\_\_\_  
(place) on \_\_\_\_\_ (date).

Date of nomination : \_\_\_\_\_  
Date of Scrutiny : \_\_\_\_\_  
Date of Withdrawal : \_\_\_\_\_  
Date of election : \_\_\_\_\_

The following persons filed the nomination :

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

On Scrutiny, the nomination paper(s) of Sh/Smt \_\_\_\_\_ was/were held proper, thus 'accepted' and nomination paper(s) of \_\_\_\_\_ was/were not 'acceptable', thus 'rejected'.

As a result of this -

**1. In case of unanimity (but popularity voting conducted)**

Shri/Smt \_\_\_\_\_ alone remained candidate. There was no other valid contestant. So, 'Popularity Voting' was conducted. He/She (Shri/Smt \_\_\_\_\_) polled \_\_\_\_\_ (numbers) 'yes' or tick and \_\_\_\_\_ (numbers) 'No' or cross (X) out of the total.....(number) valid votes polled. So, Shri/Smt \_\_\_\_\_

\_\_\_\_\_ has been declared elected/lost the election of B.P. (G) Bhukti under \_\_\_\_\_ Dit. \_\_\_\_\_

\_\_\_\_\_ Dio \_\_\_\_\_  
Region \_\_\_\_\_ Sector for the term \_\_\_\_\_

**Note :** In the case of having lost in the popularity voting mention - "Thus Shri / Smt \_\_\_\_\_"

\_\_\_\_\_ has been appointed Acting Bhukti Pradhan on ad-hoc basis till the fresh election is decisively conducted by the ISMUB department."

Full address of correspondence of B.P.(G)/Acting B.P.(G) :—

Residential address of B.P.(G)/Acting B.P.(G) in the case it is different than the address of correspondence.

\_\_\_\_\_  
(Signature of the  
Returning Officer)

Date: Full Name :  
Designation :

2. In case of contest :  
Shri/Smt \_\_\_\_\_ and Shri/  
Smt \_\_\_\_\_ re-  
mained valid candidates to contest the election of  
B.P. (G) \_\_\_\_\_  
Bhukti. In the polling which was held at  
\_\_\_\_\_ (place) on \_\_\_\_\_ (date).

The total number of votes polled in favour of

1. Shri/Smt \_\_\_\_\_  
is \_\_\_\_\_ (number of votes)

2. Shri/Smt \_\_\_\_\_ is \_\_\_\_\_

3. Shri/Smt \_\_\_\_\_ is \_\_\_\_\_  
Thus Shri/Smt \_\_\_\_\_ won  
the election with the margin of \_\_\_\_\_  
votes to his nearest rival Shri/Smt \_\_\_\_\_

Hence  
Shri/Smt \_\_\_\_\_ is here-  
with declared elected B.P. (G) of \_\_\_\_\_  
Bhukti for the term \_\_\_\_\_

The full address of correspondence of B.P. (G) —

Residential address of B.P. (G) in case it is dif-  
ferent than correspondence address.

\_\_\_\_\_  
(Signature of the  
Returning Officer)

Date :- Full Name :  
Designation :  
Seal (if any)

**23. Election-Complaint and Redressal**

1. Any complaints of serious nature with regard to election—electoral roll, nomination, scrutiny, withdrawal, voting and result declaration—shall have to be addressed to and brought into the notice of ISMUB Department—Sectorial ISMUB Secy.—in writing within 15 days of occurrence. The Sectorial ISMUB Secy. on his part shall enquire and investigate into the complaints either himself or through any other appropriate structural workers authorised by him and take suitable remedial steps there into. The Sectorial ISMUB Secy. will keep the Sectorial Secretary and the Central ISMUB Secy. well informed about the complaints and the steps taken there upon. In the case, if the complaint is directly received by Central ISMUB Secy. first, then he may refer the same to Sectorial ISMUB Secy. for enquiry, investigation and redressal, seeking subsequent 'action - taken report' from him.

2. Anybody not satisfied with the remedial measures taken regarding the complaints by Sectorial ISMUB Secy. may make appeal to Central ISMUB Secy. for redressal. Central ISMUB Secy. will give judicious decision on the matter after proper enquiry. Central ISMUB Secy. while disposing of an appeal particularly if the same is considered as a complex one may take the help of Central Election Commission. Any complaint

over-stepping the prescribed channel will be considered improper. The decision and the verdict of Central ISMUB Secy. shall be considered as final and binding.

**24. Election expenses**

All the BPs, UBPs and Unit Secys will assist the Returning officer in managing and meeting the election expenses by raising funds from margiis.

**25. SUBSIDIARY RULES**

1. The post of Bhukti Pradhan (G) is an important link and is an indispensable constituent of our organisational structure.

Hence, it is the responsibility of all trades to encourage the best suitable person (even from their trade) to become the Bhukti Pradhan (G) and co-operate with the Returning Officer in selecting and electing the right person for the post. That's why it has been the organisational rule to give first preference to selection and election of B.P. (G). It is desirable that all concerned in the field will follow this rule in letter and spirit and will render effective cooperation in the process of selecting a suitable candidate

2. It is the duty of Dit S. DS (R.S. where there is no Dit S or D.S.) to fill up the post (structure) of Bhukti Pradhan in all the Bhuktis of their jurisdiction through selecto-electoral process. Under any unavoidable circumstances if election of Bhukti Pradhan is not possible in any Bhukti then the post has to be filled in by selecting (nomination) an appropriate person (margin) available at that particular time and place.

All concerned must extend their co-operation also in this regard.

3. During the period of general election of B.P. (G) any person irrespective of trade can file the nomination. But if the last date of general election of B.P. (G) or rectificatory date (if any) given by ISMUB Secy. is over, the post of B.P. (G) is to be filled in by the 'E' optees (where the election could not be held in unavoidable circumstances)

However, with the prior consent of and on the basis of alternative arrangement made and mutually agreed upon by the concerning trade (which is likely to be affected) and the AMPS structure (Dit S, DS, RS), the optees of other trade also may be allowed to become the BP (G) in those cases or even during other period.

of Central Election Commission. Any complaint

## CHAPTER : TWO

### ELECTION OF PRADHANA AND PRAMUKHA OF TRADES

All the rules and regulations mentioned in this 'Manual' are also applicable for the election of Pradhanas & Pramukhas of trades. Some additional points are mentioned below :—

#### 1. Duty and responsibility of conducting the elections of Pradhana and Pramukha of trades :

It is the **over all responsibility** of ISMUB department to get the elections of Pradhanas and Pramukhas of trades conducted through respective trades under its general supervision.

**Basically**, it is the duty of trade Heads to get the election of Pradhana and Pramukha of their respective trade conducted through its lowest level structural worker posted in a particular jurisdiction under the departmental supervision of their respective higher level structural workers, in accordance with the election procedure as laid down in this 'Election Manual' and guidance of the ISMUB department as given from time to time.

A copy of the election returns is to be preserved in the office of Returning Officer.

**2. Returning Officer :**

The lowest level worker (not below Dit/L) of concerning trade posted in a particular jurisdiction shall be the 'Returning Officer' of the elections of Pradhana and Pramukha of their respective trade.

**3. Electoral Roll :**

- a) The names (with other particulars) of the optees of concerning trade as figured/enlisted in the electoral roll prepared for the elections of Pradhana and Pramukha, will constitute the electoral roll of the trade for the election of Pradhans and Pramukha of the concerning trades.
- b) It is the duty of 'Returning Officer' of the trades to obtain the list (name and other particulars) of the approved voters of their respective trade from the concerning Dit, Diocese, or Regional offices.
- (c) All such list (electoral Roll) obtained must bear the remarks 'verified' and signature of the 'concerning authority' in the respective office.
- (d) Election will be conducted according to the duly verified list (electoral Roll) only.
- (e) The rest of the rules and regulations with regard to electoral Roll are the same as that of Pradhana and Pramukha (G)

**4. Eligibility of Candidate for trade Bhukti Pradhanship :**

Same as that of Bhukti Pradhan (General) excepting that in case of the election of trade Bhukti Pradhana only the trade optees of concerning trade who fulfils the criteria can participate in the election.

**5. Venue of Polling Station :—**

Venue of Polling station will be preferably the Bhukti level/Dit level office of trades in the Bhukti. In the case where there is no such suitable office then the Returning officer or his representative should take decision to select an alternative suitable place in the Bhukti / Dit H.Q.s or any other better suitable place in the Bhukti.

The Returning officer must inform the voters through B.P.s, U.B.P.s and unit offices regarding the venue and time of the polling sufficiently in advance.

**6. Election Report**

After the declaration of result, the Returning Officer should prepare the report of elections as per the prescribed format and submit the same to the higher level trade supervisory authorities with a copy each to sectorial ISMUB Secretary and Central ISMUB Secretary. A copy of the election report should be preserved in the office of Returning Officer.

7. If and wherever necessary, the W.T. s, LFTs, General sadhakas/sadhikas will render cooperation for the smooth conduct of election of Pradhana and Pramukha of trades.

### CHAPTER : THREE

#### Election of Bhukti General Committee

1. As per the dictates of Caryacarya (if so approved by the appropriate body and the authority) the Bhukti General Committee will be constituted with maximum 25 and minimum 15 representatives (Members) elected by the sadvipras of Bhukti from among themselves. Bhukti Pradhan (General) who is elected separately will be the Chairperson of the Bhukti General Committee.
2. The Bhukti where there are not even the minimum 15 Sadvipras {excluding B.P. (G)} available on electoral-roll who can be elected as members of Bhukti General Committee, no Bhukti General Committee can be formed there till the minimum (15) members of Sadvipras are available.
3. **ELECTORAL ROLL :-** Same as Bhukti Pradhan's.
4. **CRITERIA**

- (a) for an electorate-same as an electorate for B. P. Election.
- (b) for membership of Bhukti General Committee— Same as B.P.'S

#### 5. NOTIFICATION

The notification for the election of members of Bhukti General Committee will be made together with the notification for the election of B.P. (G).

6. Dates for filing nomination papers, scrutiny withdrawal and election will be the same as that of Bhukti Pradhan election.

#### 7. NOMINATION, SCRUTINY & WITHDRAWAL

Procedure for filing nomination papers, scrutiny and withdrawal and election will be the same as that of Bhukti Pradhan.

#### 8. PERMISSIBILITY OF THE CANDIDATURE FOR BHUKTI-PRADHANSHIP AND ALSO FOR THE ELECTION OF MEMBERSHIP SIMULTANEOUSLY

- a) If more than one candidates are contesting for the election of Bhukti Pradhan then the Candidates may simultaneously file nomination papers

for the membership of Bhukti General Committee, if they so like. But if there is only one candidate for Bhukti Pradhan. Then he/she (the one candidate) must not file his/her nomination papers for membership of Bhukti General Committee.

b) If one is elected for Bhukti Pradhan (General) and also for the membership of Bhukti General Committee simultaneously, in that case he/she shall have to vacate / give up the seat of membership and retain Bhukti Pradhanship.

#### 9. NO. OF NOMINATIONS :

a) If the Candidate contesting for Bhukti Pradhanship also file nomination for membership of Bhukti General Committee, in that case minimum 16 (Sixteen) valid nomination papers (excluding the nomination papers filed for Bhukti Pradhanship) have to be filed. (Because one who will be elected for Bhukti Pradhanship will vacate the membership).

b) If none of the Candidates for Bhukti Pradhanship files his/her nomination papers for the membership of the Bhukti General Committee, then in that case minimum 15 (fifteen) valid nomination papers are to be exclusively filed for the membership of Bhukti general committee.

c) Apart from two specific cases as mentioned above, any number of nomination papers can be filed and accepted (if they fulfill the criteria for membership).

#### 10. EDUCATING VOTERS BEFORE VOTING.

A. Before casting of Votes begin, the voters should be educated as to how they have to tick (✓) mark or stamp against the names of their choiced candidates for required numbers only out of all the names printed or written on ballot papers. The 'required numbers' will be decided and declared before voting by the Returning Officer.

B. The Ballot papers ticked or stamped more or less than the no. of required numbers, will be considered invalid. So they have to tick or stamp only the exact number of requirement as declared earlier.

#### 11. COUNTING OF VOTES :

A. After the Voting is over the ballot box is to be opened and ballot papers are to be counted twice or thrice before the candidates or witnesses.

B. Number of Votes obtained by each candidate will be noted in a sheet of paper and got signed by the candidates or witnesses then and there.

**12. RESULT DECLARATION**

- A. Out of the total no. of contestants, those who will secure higher number of votes ( in respective descending order till the particular 'required number' is reached), will be declared elected.

**EXAMPLE :**

Suppose, the total number of contestants in the election are 18 and the required number (that is the number of seats of Bhukty general committee which have been fixed and declared) of members for that term has been decided to be 15. So retain the 15 names securing higher votes in descending order out of the total 18 contestants. The remaining 3 names are to be dropped.

**13. ELECTION REPORT**

A copy of result as declared and written in the minute book of the Bhukti Committee with regard to Bhukti General Committee shall have to be submitted to each of the D.S., R.S. Sectorial and central ISMUB Secy. and a copy of the same should be preserved in the office of Returning Officer.

**14. ELECTION COMPLAINTS AND REDRESSAL**

Same as Bhukti Pradhans.

**IMPORTANT**

**NOTE :** The matter of election of Bhukti General Committee is subject to the policy decision and consent of the Central Committee of AMPS at appropriate time.

**CHAPTER : FOUR****ELECTION OF UPABHUKTI PRAMUKHA****1. Area Demarcation or Jurisdiction of Upa Bhukti**

Where there is the system of 'Block' functioning as an administrative unit just below District level both in urban and rural areas, Upabhukti means 'block'.

Where the block system is existing in rural areas but not in urban areas, upabhukti means.

1. block in rural areas
2. Municipal jurisdiction in urban areas.

In a municipal jurisdiction where there are more than one police station then each and every police station in that (Municipal) jurisdiction will be treated as a separate block.

Where there is no block system either in urban or rural areas, Upa Bhukti means an area having a population of one hundred thousand (1 lakh).

**2. Pramukha :**

Pramukha means the chief, the head.

**3. Meaning of Upa Bhukti Pramukha**

So, here, upa bhukti Pramukha (G) means Block Secretary of AMPS.

**NOTE :** In short, Upa Bhukti Pramukha is termed as UBP.

**4. Election of Upa Bhukti Pramukha :**

Sadvipras of an Upa Bhukti will elect one upa Bhukti Pramukha from among themselves.

The Upa Bhukti Pramukha may or may not be an Acarya/Acaryá or a tattvika, but must be an educated family person. They will hold this post for a period of three years, after which a fresh election will be held.

**5. ELECTORAL ROLL :**

Same as Bhukti Pradhans.

**6. Criteria (eligibility of an electorate) :**

Same as an electorate for B.P. election as mentioned in this 'manual' in the foregoing pages.

**7. Criteria for Upa Bhukti Pramukhship :**

Same as the criteria for a B.P.

**8. Notification :**

(i) Central ISMUB Secy. will declare and notify the dates for filing nomination papers, scrutiny, withdrawal and election through his structural workers. (Sectorial, Regional, Dio & Dit ISMUB Secys.)

(ii) The Dit. S. (D.S. where there is no Dit. S. and R.S. where there is no Dit. S. or D.S.) will further chalk out the detail split-up dates for filing nomination, scrutiny, withdrawal and election (preferably on holidays) for each and every Bhukti/Upa Bhukti within the time frame of the same as notified by Central ISMUB Secy. and submit the schedule to higher authorities.

(iii) After approval of the split-up election schedule the Dit. S. / D.S. / R.S. will notify the same to below level through unit secretaries and existing U.B.P.s.

9. **Nomination, Scrutiny, withdrawal & Election**  
The procedure for filing nomination papers, scrutiny and withdrawal and election shall be the same as that of Bhukti Pradhan.

10. **Result Declaration**  
Same as that of B.P.'s election result declaration with slight relevant modification of words and terminology such as UBP in place of B.P.

11. **Election Complaints and Redressal**  
Same as that of B.P.s as mentioned earlier in the foregoing pages.

12. **Election Report**  
After the election of Upa Bhukti Pramukhas is over election report is to be submitted to the ISMUB Secretaries of different levels in the same manner and procedure as that of B.P. election with a slight relevant modification of words and terminologies such as UBP in the place of B.P.

13. **List of Elected U.B.P s**  
(i) Complete list of elected UBPs of their respective jurisdiction will have to be submitted by the D.T.S., to D.S., R.S., Sectorial ISMUB Secretary and Central ISMUB Secretary through proper channel.

- (ii) After the list of UBPs is received, the office of Central and sectorial ISMUB Secretary will provide a copy of list of UBPs to the Central and sectorial Secretary, Social Security Department respectively.

14. **The role of Social Security Department**  
With regard to duties and responsibilities of Upa Bhukti Pramukha, the Social Security Department of AMPS will play the same role as that of the ISMUB Department in the case of Bhukti Pradhan.

#### CHAPTER : FIVE

#### ELECTION OF PANCAYAT PRAMUKH AND GRAM PRAMUKH

1. **Area Demarcation or Jurisdiction of**  
a) **Pancayat or Gram Pancayat :**  
(Here Gram means village and Pancayat means Council or Committee. So Gram Panchayat means a Council or Committee of Villages)

Where there is Pancayat system both in urban and rural areas, panchayat means the jurisdiction of a pancayat or gram pancayat as defined by the administrative authority of the state.

Where there is a Panchayat or Gram Panchayat System in rural areas but not in urban areas, there, panchayat means wards or such nomenclature used for such division of Municipal or Corporation area.

Where there is no panchayat system either in urban or rural areas panchayat means an area having a population of ten thousand (approximately).

b) **Gram (Village) :**

Normally a village is the lowest unit of any administrative structure.

In rural areas where there are clearly demarcated villages, there 'Gram' means that particular village area.

In urban areas where there is no nomenclature of village as such, there village means Muhalla or such nomenclature which is used for the lowest administrative unit (area) at a particular place, town or city.

Where there is no such clear-cut nomenclature to mean village as such, there, village means an area having a population of one thousand (approximately).

2. **Election (of Panchayat Pramukh & Gram Pramukh)**

There will be no election of Panchayat Pramukh or Gram Pramukha (Hereafter Gram Pramukh is

termed as 'Gm P') but they will be nominated ones in the following manner :—

The Bhukti Pradhan or in his/her absence the chairperson of its higher body (such as provincial or state committee or national committee, (if there is any) or in his/her absence the President of the Central Committee will nominate the Panchayat Pramukha or Gram Pramukhas.

**Amendments :**

The rules and regulations and the procedures of election as mentioned in this book 'Election Manual' are subject to change or amendments as and when it is felt so necessary by the competent authorities.

1. Name	
2. Father's Name	
3. Address	
4. Birth	
5. District	
6. Date of Birth	
7. Educational qualification	
8. Profession	
9. Name of Acarys	
10. Date/Year of Initiation	
11. Designation (Organisational)	
12. Whether 16 points followed strictly or not (Please fill in the 16 points chart overleaf)	
13. Ideological strictness as per the Caryas-Caryas	

The Dit. S/D. S., /R.S.

Dit., \_\_\_\_\_ Dio  
Region \_\_\_\_\_

I \_\_\_\_\_ offer myself as a candidate for the election of Bhukti Pradhan (General) / UBP (G) ..... Bhukti/ Upa-Bhukti for the term ..... to .....

**My Credentials are as follows :**

1. Name :
2. Father's Name :
3. Address :
4. Block :
5. District :
6. Date of birth/age :
7. Educational qualification :
8. Profession :
9. Name of A'carya :
10. Date/Year of initiation :
11. Designation (Organisational) :
12. Whether 16 points followed strictly or not :  
(Please fill in the 16 points chart overleaf)
13. Ideological strictness as per the Carya-Carya.

## **PROFORMA**

ELECTORAL ROLL FOR THE ELECTION OF PRADHANS AND PRADUKHS OF  
 BUKHIT OF \_\_\_\_\_ DIT. OF \_\_\_\_\_ DIO. OF \_\_\_\_\_  
 SECTOR FOR THE TERM AS PREPARED ON \_\_\_\_\_

DIO. OF

REGION OF

Name of unit (place)

Panchayat

Блок

District

The unit latest renewed for the year \_\_\_\_\_

(This column is to be filled in by Dit. S./D.S./R.S.)

Sl No	Name	Address (Present)	Age	Academic Qualification	Name of Academy/Academy	Date or month or year of initiation	Trade	Dedication with reason	Rankings regarding 10 points	General remarks if any
				a) Gram (Village) Normally a village						

Full (name) Signature  
(With seal if available)

14. Work done during the last 6 months (detailed particular as follows)

- i) Initiation
- ii) AMPS Unit
- iii) Children's Home
- iv) Medical Unit
- v) School
- vi) Land/Master Unit
- vii) Relief work
- viii) Jagrti construction
- ix) WT/LFT creation
- x) Other remarkable work done

Please accept my nominatin.

Thanking You,

Yours sincerely,

Note : Nomination paper should be filled in person before the concerned Dit. S/D.S./R.S.

## 16 Points Code of Conduct

1. Use of Water
2. Foreskin (not applicable for female)
3. Hair of the Joints, armpits and pubic area
4. Lungota (for males) tight fitting janghia / under wear (for female)
5. Vyapak Shaoca
6. Bath - System
  - Mudra
  - Mantra
7. Food - (Sattvika)
8. Fasting
9. Sadhana
10. Non-compromising strictness and faith regarding the sanctity of lista.
11. Non-compromising strictness and faith regarding the sanctity of Adarsha.
12. Non-compromising strictness and faith regarding the sanctity of conduct rules
13. Non-Compromising strictness and faith regarding the sanctity of supreme command.
14. Oath
15. D.C.
16. C.S.D.K.
  - C - Conduct rules
  - S - Seminar
  - D - Duty
  - K - Kiirtan with Lalita marmik, Kaoshiki and Tandava dances.